



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	4	Personnel	
Section	1	General requirements (N.J.A.C. 10:121A-4.1)	

§10:121A-4.1 General requirements

(a) An agency shall have one social worker for every 35 children under its care or supervision.

(b) An agency shall have at least three full-time staff members or their equivalents in part-time staff members, as specified in N.J.A.C. 10:121A-4.4(a) through (c). Staff members as specified at N.J.A.C. 10:121A-4.4(a) and (b) and shall be available at the agency during regular business hours.

1. An agency shall have one executive director or administrator.

2. The executive director or administrator shall not serve as the social work supervisor.

(c) The executive director or administrator and every staff member shall:

1. Be of good character, as evidenced by the agency's application for certification, as specified in N.J.A.C. 10:121A-2.1(c), and personnel records, as specified in N.J.A.C. 10:121A-3.6(i);

2. Be in sufficient physical, mental and emotional health to perform his or her job duties satisfactorily;

3. Possess skills, attributes and characteristics conducive to and suitable for operating an agency and dealing with children, birth parents and adoptive applicants; and

4. Not engage in or permit any conduct inappropriate to the purposes of the agency.

(d) Upon receipt of an allegation that the executive director, administrator or a staff member may be in violation of any provision in (c) above, the Office of Licensing shall conduct a complaint investigation and provide written notification of the results to the agency, as specified in N.J.A.C. 10:121A-2.6.

